

caBIG Strategic Planning Working Group
Teleconference
September 13, 2004

Agenda	
1. Administrative Items <ul style="list-style-type: none">▪ Review of meeting notes	
2. Review of Open Action Items	Chalk Dawson
3. Strategic Planning WG Face-to-Face Meeting Planning <ul style="list-style-type: none">▪ Attendance confirmation▪ Objectives, goals and structure of meeting	Chalk Dawson
4. Discussion Items submitted by Mike Becich <ul style="list-style-type: none">▪ status of task orders awarded▪ are there elements of a "foundational" software product in each domain and cross cutting workspace as discussed in our F2F meeting in Memphis?▪ does each software deliverable include development or "mapping" of common data elements?▪ does each software deliverable include deposit of key CDEs in caDSR?▪ update on plans for architectural underpinnings for caBIG▪ open discussion of potential "gotchas" that have arisen to date from work by BAH, NCICB or caBIG funded sites	Ken Buetow

Attendees

Name	Organization	E-mail Address
Ken Buetow	National Cancer Institute	buetowk@mail.nih.gov
Chalk Dawson	Booz Allen Hamilton	dawson_chalk@bah.com
Bob Beck	Fox Chase	robert.beck@fccc.edu
Theo Wills	Booz Allen Hamilton	wills_theo@bah.com
John Casagrande	University of Southern California - Norris	casagrande_j@ccnt.hsc.usc.edu
Dan Geraghty	Fred Hutchinson	geraghty@fhcrc.org
Tom Casavant	University of Iowa- Holden	tomc@eng.uiowa.edu
Kim Johnson	Duke University	kim.johnson@duke.edu
Mike Keller	Booz Allen Hamilton	keller_michael@bah.com
Mark Watson	Washington U - Siteman	watsonm@pathbox.wustl.edu
Deborah Collyar	Patient Advocate	collyar@worldnet.att.net
Mark Adams	Booz Allen Hamilton	adams_mark@bah.com

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Joyce Niland	City of Hope	jniland@coh.org
Mike Becich	University of Pittsburgh	becich@pitt.edu
Mary Jo Deering	NCI	deeringm@mail.nih.gov

The following summarizes the discussion that took place during this meeting:

Administrative Items:

- Notes from the August 16, 2004 meeting were approved.

Review of Open Action Items

- Open Action Items were reviewed and updated. (See Action Items table at end of this document.)

Strategic Planning WG Face-to-Face Meeting Planning – Chalk Dawson

- The face-to-face meeting will be held October 27 in Chicago. It will immediately follow the Architecture/VCDE face-to-face meeting scheduled for Oct 25-26.
- Although initial plans were to hold the meeting at the same location as the Architecture/VCDE meeting the WG would like to investigate conference facilities and lodging closer or at the airport.
- Face-to-face meeting activities will include
 - An overview of each Workspace/Working Group
 - Identification of 1, 3, and 5 year strategic goals for each Workspace/Working Group
- A subgroup will meet Friday, October 24 during the BRIITE Conference to finalize the meeting agenda. Bob Beck will lead the group. A teleconference line will be arranged.

Discussion Items - Ken Buetow

The WG discussed the following issues submitted by Mike Becich

- Status of task orders awarded – An update on the number of Centers who have signed Basic Agreements and the number of Task Orders issued was provided. A breakout by role (developer, adopter, participant) will be provided in future updates.
- Are there elements of a "foundational" software product in each domain and cross cutting workspace as discussed in our F2F meeting in Memphis? – Yes. Examples include projects such as Protocol Authoring, Lab Interface and



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Adverse Effects in the CTMS WS, as well as caTISSUE, caTIES and caTISSUE Lite in the TBPT WS.

- Does each software deliverable include development or "mapping" of common data elements? – Yes. This requirement is part of the SOW template.
- Does each software deliverable include deposit of key CDEs in caDSR? – If a new CDE is created it will be deposited into caDSR.
- Update on plans for architectural underpinnings for caBIG – The caBIG Compatibility document will continue to evolve and be refined. The ARCH has defined and is still defining gold level compatibility.
- Open discussion of potential 'gotchas' that have arisen to date from work by BAH, NCICB or caBIG funded sites – Workspaces/Working Groups continue to be prompted for 'gotchas'.

Next Meeting's Agenda Items

The next teleconference will be held September 27, 2004 – 12:30-1:30 (ET)

1. Administrative Items

- Review of meeting notes

2. Review of Open Action Items

Chalk Dawson

3. Update on Face-to-Face Meeting Planning

Chalk Dawson

Item ID	Action Item	Assigned to	Due Date
20040816-02	Obtain 1, 2 and 5 year goals from WS/WG Leads for discussion at SPSLWG face-to-face	Theo Wills	Sep 20
20040913-01	Provide draft of face-to-face agenda to Bob Beck for review by the subcommittee during the BRIITE meeting 9/25	Theo Wills	Sep 20
20040913-02	Investigate options for holding the face-to-face meeting closer or at the O'Hare airport	Theo Wills	Sep 24